

## APPENDIX G: DROPOUT REPORTING INSTRUCTIONS

### Common Core of Data Dropout Statistic: Reporting Instructions for the 1999-2000 School Year January 2001

Below are the instructions for reporting student dropouts for the National Center for Education Statistics on the Common Core of Data (CCD) survey. Reported student dropout data should be comparable across all state school districts. The student dropout count is reported at the school district level on the CCD Public Education Agency Survey.

#### I. Dropout Definition

The CCD dropout definition is based on a “snapshot” count of students at the beginning of the school year: A dropout:

1. was enrolled in school time during the previous school year<sup>1</sup> and did **not** enroll on October 1 of the current school year; **or**
2. was **not** enrolled on October 1 of the previous school year but expected to be in membership (i.e., was **not** reported as a dropout the year before); **and**
3. has **not** graduated from high school or completed a state- or district-approved educational program, **and**
4. **does not** meet any of the following exclusionary conditions:
  - i. transfer to another public school district, private school, or state- or district-approved education program;
  - ii. temporary school-recognized absence due to suspension or illness, or
  - iii. death.

**When using the dropout definition, the following definitions also apply:**

- A. **School year** is the 12-month period beginning on October 1, 1999 and ending September 30, 2000. **Include** the summer following the regular school year.
- B. **School completer** graduated from high school or completed some other education program that is approved by the state or local education agency.
- C. **State- or district-approved program** is formal recognition of completion from school authorities. Include special education programs, home-based instruction, and programs administered by a secondary education agency (but not adult or postsecondary education programs) leading to a GED-based diploma or some other certification differing from the regular diploma. Programs recognized as legitimate by the state are considered approved even if the public education system does not directly administer them; home schooling and charter schools are examples of such programs.
- D. **Transfer to another school or program** is confirmed by a method selected by the state or school district. A transcript request, withdrawal notice signed by a parent that includes assurances the student will be enrolled elsewhere, and the like are acceptable. States should **not** accept hearsay reports or unsubstantiated statements of intent from departing students.
- E. **Race/ethnicity** of student dropouts is reported using the current standards set by the Office of Management and Budget. The categories approved for the CCD through the 2000-2001 school year are American Indian/Alaskan Native; Asian/Pacific Islander; Hispanic; Black, not Hispanic; and White, not Hispanic. Definitions are included in the CCD Instructions Manual.
- F. **Gender** of student dropouts is reported as either male or female.
- G. **Grade classifications**, grades 7 through 12, are used to report student dropouts, not the student’s age.
- H. **Ungraded student dropouts** are allocated to the grade most appropriate for their age.

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<sup>1</sup> A student who was enrolled in September, 1999; dropped out of school in February, 2000; and was **not** enrolled in school on October 1, 2000 would be reported as a 1999-2000 dropout (**previous year**) on the 2000-2001 CCD (**current year**).

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### II. Other Basic Guidelines

The CCD reports an **event** dropout count – the number of students who leave school during a calendar year. The student count is taken on October 1, 1999 or the school day closest to this date, in order to agree with the CCD student membership count collected on the same day.

**To determine the student is a dropout on October 1, 1999** - A student who misses much of the previous school year (1998-1999) but who is in membership on October 1, 1999 is **not** considered a dropout. A student **not** in membership on October 1, 1999 but who returns later in that school year is a dropout (for the previous year, 1998-1999). CCD publications compute a dropout rate by dividing the number of student dropouts by the student membership count taken at the beginning of that year.

#### More guidelines:

1. “**Summer dropouts**” are students who are not dropouts at the close of the previous school year (1998-1999) but who fail to enroll by October 1, 1999. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report. For example, a student who completes the 10<sup>th</sup> grade in 1998-1999 but who is not re-enrolled on October 1, 1999 is reported as a 1999-2000 dropout for 11<sup>th</sup> grade.
2. Students who enroll in adult education programs are counted as dropouts **unless the elementary/secondary school system remains responsible for the student**. The guideline ensures that students who do not complete a program but for whom the district no longer takes responsibility are counted as dropouts.
  - i. This means that a student who enrolls in a school-operated program for high-risk students **is not a dropout**, even if the program is preparing the student to take the GED examination. Transfer to an alternative education setting, if it is part of the elementary/secondary education system, is not considered dropping out. Students enrolled in elementary/secondary education in prisons, hospitals, ‘store front’ locations or other nontraditional locations are not dropouts if the program is part of the elementary/secondary system.
  - ii. A student who leaves an elementary/secondary school and enrolls in adult education **is a dropout**. The exception is the case in which the public school system monitors the student’s enrollment and reports the student as a dropout if the student drops out of the adult program. An example of this would be a cooperative arrangement between a public school district and a local technical institute that provides GED preparation for students referred directly by the district. The district counts as dropouts the referred students who do not complete the GED study program. Students who drop out during the 1998-1999 school year but who have obtained a completion credential, such as a GED-based diploma or certificate of completion, on October 1, 1999 are not reported as dropouts.
3. An early college admissions student, one who transfers to a postsecondary program leading to a baccalaureate or associate’s degree, is not a dropout.
4. Students who fail to meet some graduation requirements, and who leave school without a diploma or other credential, are dropouts even if they have completed the 12<sup>th</sup> grade.
5. Students who leave the United States are not considered to be dropouts even if the school district cannot document the student’s subsequent enrollment in school.
6. Students who drop out during the 1998-1999 school year but are re-enrolled on October 1, 1999 are not reported as dropouts.
7. Students who drop out multiple times in a school year are reported only once for a single school year. However, students who drop out in more than one year are reported as dropouts for each year in which they are not in membership on October 1.
8. Report underage student dropouts leaving school when they are still too young to do so legally. Report data on the CCD if they drop out of grades 7 through 12. These students should be reported even if the state or district considers them “truants” rather than dropouts.

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Summary of School Leaver Status	
A Student Who:	Dropout?
1. Graduated or received some other recognized credential, such as a certificate of attendance or GED	No
2. Only attended summer school in this school district (was not enrolled during the regular school year)	No
3. Left school without a diploma or other certification after passing age up to which the district was required to provide a free, public education	Yes
4. Died	No
5. Is gone; status is unknown	Yes
6. Moved to another district in this or some other state, not known to be in school	Yes
7. Moved out of the United States, enrollment status not known	No
8. Transferred, enrolled in:	
Another public school, a private school, or charter school	No
Home schooling	No
Early college (baccalaureate or associate's program)	No
Adult education program not administered by a regular school district	Yes
9. Is in an institution that is not primarily academic (military, possibly Job Corps, corrections, etc.)	
Offers a secondary education program <input style="width: 50px;" type="checkbox"/>	No
Does not offer a secondary education program	Yes
10. Is not in school, but known to be:	
Planning to enroll late (e.g., extended family vacation, seasonal work)	No
Ill, verified as legitimate	No
Ill, not verified as legitimate	Yes
Suffering long-term illness and not receiving education services (residential drug treatment, severe physical or mental illness)	No
Suspended or expelled; term of suspension or expulsion not yet over	No
Suspended or expelled; term of suspension or expulsion over	Yes
Expelled, no option to return	Yes
Expelled, enrolled in another school and/or district	No
11. Is in a nontraditional education setting, such as hospital/homebound instruction, residential special education, correctional institution, community or technical college:	
Program administered by agency considered a special school district or extension of a regular school district	No
Program is off-campus offering of regular school district	No
Program not approved or administered by regular district; classified as adult education	Yes

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